

SECRET

2 February 1972

MEMORANDUM FOR THE RECORD

SUBJECT: Agency "Trends and Highlights" Task Force

1. On 2 February, I met briefly with the members of the "Task Force" to determine the best time to begin a series of discussions regarding a possible Agency "Trends and Highlights" program. All four parties involved have other heavy commitments during the next several weeks. We finally agreed to have a brief initial planning session in the SIWA Conference Room at 1000 this Friday, 4 February, and then to go down to either [REDACTED] on 23-24 February for a more detailed planning conference.

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2. [REDACTED] is going down to [REDACTED] tomorrow, and agreed to check on the new conference facilities to see if they would be suitable and available to us on the 23rd.

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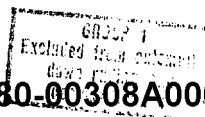
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TASK FORCE MEMBERSHIP

[REDACTED]	Chairman	921 C of C	x2127
		202 C of C	x2826
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II. Program Changes

A. New Programs

1. Short Refresher Orientation Course

Objective. To provide new professionals (those who do not take Introduction to Intelligence) the necessary knowledge about CIA, the Intelligence Community, and national security matters to perform their work more efficiently and effectively. Professionals who have been on the job a longer time could update their knowledge by taking this course approximately every five years.

Requirements and Authority. A considerable number of Agency professionals do not take the Introduction to Intelligence--306 who entered on duty during the 18 months ending March 1969 did not take the IIC. These individuals are therefore deficient in the knowledge they need to do their job (we have found this true when old-timers have taken the IIC). The DD/S has approved ~~CD~~ elimination of the regulation which requires all professionals to take the IIC or to obtain constructive credit for it. This new course, which has preliminary approval of the D/TR, would provide a short orientation for new professionals who do not take the IIC, and will provide a short updating of old-time professionals who do not take the Mid-Career Course or Advanced Intelligence Seminar.

Program Plans. This would be intended as a short two or three-day refresher course for experienced professionals. An attempt would be made to provide fill-in on specific areas of Agency activity on which significant numbers of students need information, rather than attempting to cover the entire Agency. Time would be set aside for seminars in which individuals could ask questions which might be answered by either the faculty or by students from the offices about which the questions dealt. We estimate that this course can be given monthly for a maximum of 40 students, and should be given at 1000 Glebe Road so that students are in a new environment, removed from office pressures. Two alternatives to this course would be (a) a one day refresher, which could be given for large numbers of professionals in the auditorium (possibly once every other month), or (b) publish a handbook on the Agency and the Intelligence Community, which would have to be revised at least annually. The one day course would have to consist largely of lectures, and would need to draw on higher level Agency speakers at a time when we feel the need to reduce our demands on these speakers. This course would handicap the free exchange of ideas between professionals from

various parts of the Agency. The two or three-day course would put additional demands on our manpower, but it would be stimulating for our faculty and would be a means of keeping them current on many developments about which they would otherwise not hear or would hear belatedly. We think of the two or three day seminar as being run in large part by Intelligence School personnel, with occasional speakers from outside OTR who are representative of the various functions of the Agency. Failure to develop such a short course would encourage the continuation of inter- and intra- directorate barriers which are found <sup>58</sup> often among old-timers in the Agency. The allocation of manpower to a course such as this, whether it is given primarily by IS personnel, or whether IS personnel provide planning, coordination, and monitoring of a one day course in the Auditorium, would be a problem of establishing priorities in our various course commitments, and of scheduling the most effective use of our manpower. Little or no budgeted funds would be required. This course would have to be coordinated with all Directorates to assure there is a demand for it, that the course meets the needs of all professionals, and that the course content is up-to-date.